

Clerical and Office Branch
Purchasing and Stores Group
Warehousing and Delivery Series

STORES CLERK II

05/00 (CDH)

Summary

Under general supervision, requisition and maintain a variety of assigned custom and standard inventories; perform related stores clerk functions.

Typical Duties

Prepare, revise and generate inventory records and reports. Involves: maintaining receiving reports, purchase requisitions, work orders, and related documents or accounting records, including details of transactions in progress and completed, as specified; posting items and charges to proper accounts, organizational unit, vehicle, employee or other designated category; reviewing and verifying charges for correctness; reviewing shipping documents and receiving reports to check that type, quantity and condition of materials are accepted or rejected in accordance with established procedures; ensuring Material Safety Data sheets are provided; updating supply manuals and catalogs; preparing routine and special reports; verifying warranty repair or replacement coverage, and documenting return shipments; issuing fuel delivery receipts.

Participate in inventory control activities. Involves: compiling and analyzing information such as usage rates stock shrinkage, shipping times, and accepted deliveries; leading project teams or personally conducting complete periodic or random sampling inventories to determine stock on hand; identifying practical alternatives to assist in solving storage, shortage or other inventory problems; adjusting reorder points or implementing and verifying other corrective measures as instructed; contacting vendors to ascertain quantity and prices available, and preparing and releasing purchase requests against open contracts as authorized to replenish stock depleted to prescribed operating minimums, following up on work; preparing and shipping parts and assemblies for warranty or contract maintenance or repair; monitoring fuel levels and operability of pumps as assigned; laying out warehouse, supply rooms and yards as instructed; assisting at auctions to dispose of surplus, abandoned or used property, and receiving payments for sales if assigned.

Direct the work of lower graded general services employees performing the same or directly related stores duties, such as when functioning as a non-supervisory lead worker on assigned shift when scheduled, or as otherwise assigned. Involves: assigning task, issuing written and oral instructions and checking work for exactness, neatness and conformance to policies and procedures; guiding subordinates to overcome work difficulties encountered; conducting job related training.

Receive, store, issue, inventory and maintain records of materials, parts, tools, equipment, fuel and supplies. Involves: accepting deliveries of, dispensing and accounting for stock; loading, unloading, moving, stowing, securing and maintaining property; identifying and maintaining records of items received, issued and returned.

Perform incidental duties contributing to realization of unit or team objectives as required. Includes: maintaining petty cash or monetary coupon fund, if delegated; operating two-way radio to receive and transmit messages to field crews as required; substituting for supervisor or coworkers as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations as delegated; providing specified support for miscellaneous projects or activities overseen by higher graded personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under close supervision; logging activities and preparing and submitting special status reports; keeping tools, equipment and work area orderly, safe and clean.

Minimum Qualifications

Training and Experience: Graduation from high school or general educational development (G.E.D.) equivalent plus four (4) years of progressively responsible experience in receiving, storing and issuing materials, supplies and equipment; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of: inventory control and supply record keeping practices and procedures. Some knowledge of: computerized inventory management procedures; purchasing procedures with approved vendors.

Ability to: identify and locate stock items using manuals and supply catalogs; check for and recognize damaged or defective items; establish and maintain effective working relationships with employees and outside vendors;

accurately post records; write legibly; compile data and prepare special reports; maintain and use standardized computer records and reports; file records and documents; make simple mathematical calculations; operate standard office equipment.

Skill in safe operation and care of: personal computer or network workstations and generic business productivity and specialized inventory software; calculators, adding machines and related office equipment; forklift or other materials handling equipment and delivery vehicles.

Physical Effort and Work Environment: Frequent: lifting, carrying, pushing or pulling of moderately heavy objects (up to 50 pounds); operation of materials handling equipment in a congested warehouse environment. Occasional: driving through city traffic to make pick ups and deliveries, and conduct field inventories.

Licenses and Certificates: Texas Class "C" Driver's License, or equivalent issued by another state.

Special Requirements: Subject to call back, and working flexible hours, weekends, holidays, and extended hours. Positions assigned duties which require a Commercial Driver's License (CDL) to operate vehicles on public thoroughfares, or positions of a safety sensitive nature within Mass Transit, are subject to federal drug and alcohol testing regulations, which include pre-employment, post-accident, reasonable suspicion, random, return to duty and follow-up testing.

Director of Personnel

Department Head

OFFICIAL